

PORT AND RESOURCE RECOVERY DEPARTMENT

Brown County

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DEAN R. HAEN

DIRECTOR

PROCEEDINGS OF THE BROWN COUNTY SOLID WASTE BOARD

A regular meeting was held on **September 16, 2013** at the Brown County Materials Recycling Facility, 2561 S. Broadway, Green Bay, WI.

1. Call to Order

The meeting was called to order by Solid Waste Board Chair John Katers at 1:06 pm.

2. Roll Call

Present: John Katers, Chair
Lisa Bauer-Lotto
John Kennedy
Dave Landwehr
Ray Kopish (left at 1:35 pm)

Also Present: Dean Haen, Brown County P&SW
Chad Doverspike, Brown County P&SW
Mark Walter, Brown County P&SW
Jim Resick, Brown County UW-Extension

Excused: Mark Vanden Busch, Vice-Chair
Mike Van Lanen
Norb Dantine, Treasurer
Bud Harris

3. Approval/Modification – *Meeting Agenda*

A motion to modify and approve the agenda by switching agenda items #5 and #6 was made and approved by John Katers and seconded by Dave Landwehr.
Unanimously approved.

4. Approval/Modification – *Meeting Minutes of July 22, 2013*

A motion to approve the minutes was made by Ray Kopish and seconded by Lisa Bauer-Lotto. Unanimously approved.

5. Financial Analysis - Request for Approval

- a. Financial Analysis Report by Schenck
- b. Fund Balance Description
- c. Resolution Accepting Recommendation of Financial Analysis

Foth Companies was hired in 2012 to analyze the South Landfill costs. In 2013, Schenck & Associates was hired to review the Departments financial situation and to see if the Department is on track to build the South Landfill and to close the East & West Landfill. The *Analysis and Projection of Solid Waste Cash and Investments* analyzes department cash flow between now and 2021. After 2021, there will be new incoming revenue from generated from tipping fees. The analysis also states that Schenck believes the operations are in good financial condition. As of now, the Long-Term Care for the East and West Landfills are fully funded through 2037. A *Resolution Accepting Recommendation of Port and Resource Recovery Department Financial Analysis* was put together and ready to be approved by the Brown County Board of Supervisors so that the department can adopt this financial plan and move forward.

A motion was made to modify the Financial Analysis by adopting a resolution of a financial analysis conditional upon Corporation Counsel approval and then was approved by Ray Kopish and seconded by John Katers. Unanimously approved.

6. BOW Strategic Waste Resource Management Plan – Request for Approval

Beginning in 2012, Golder Associates developed a *Strategic Plan for Waste Resource Management* on behalf of the BOW. A lot of effort was put into this plan to have it finalized by May of 2013. The report starts out with how the three county departments were created, what their authorities are, the differences within the counties, and what the partnership and agreements are. The plan continues with a SWOT analysis, strategic issues, visions, goals, objectives and finishes with a conclusion on where to go from here. This plan will be brought forth to PD&T to be approved. The plans will be mailed out to the key stakeholders to show them where the BOW partnership is heading. Next step will be to start making action plans for 2014.

A motion to approve the BOW Strategic Waste Resource Management Plan was made by Ray Kopish and seconded by Lisa Bauer-Lotto. Unanimously approved.

7. Recycling and Solid Waste Transfer Station Hauling Contract – Update

Over the past month or more, Brown County has been receiving signals that Badgerland is having financial issues. On August 9th, the department received notice that Badgerland had filed for Chapter 11 Bankruptcy. Combined the contracts are valued at more than \$2M/year. The department has the ability to terminate immediately based upon the bankruptcy notification. After meeting with Badgerland, the decision was to continue with them but to plan for short and long-term contingencies. Arrangements were secured with other contractors should Badgerland fail to meet our needs and follow the contract.

In addition, A Request for Quote (RFQ) for Hauling and Operations was put together and out for response on Friday, August 23rd. The RFQ combines both the recycling and solid waste transfer station contracts. The RFQ includes a new penalty provision at the recycling transfer station and also requires passing a financial analysis in order to be eligible to quote on the RFQ. Walk-thrus were held along with a questionnaire period. Responses are due September 16th.

In the meantime Badgerland had been notified several times and continues to be behind on their annual maintenance responsibilities for the transfer station and compactors along with other issues. Badgerland is also unable to meet Brown County's service needs at the transfer station resulting in Brown County contracting with subcontractors to assist fulfilling their duties under the contract.

8. 2014 Budget – Update

The budget approved by Solid Waste Board was amended prior to submission to the County Executive to include \$65,000 to update the scale. The budget was also amended (reduction of costs) to reflect the department's re-organization. As part of the re-organization effective September 1, 2013, everyone within the department has their new job duties and new titles, Chad Doverspike was hired as the Operations Manager and Mark Walter was hired as the Business Development Manager.

9. Strategic Communication Plan (RFP) - Update

The RFP for Strategic Communication Plan was already approved by the Solid Waste Board. Red Shoes out of Outagamie County and Leonard & Finco out of Brown County were the two respondents. The department is ready to make an offer to Leonard & Finco after reviewing both parties. The budget for the Resource Recovery side of the plan will be \$14,000 while the Port's budget will be \$35,000 in 2014 to carry out the plan.

10. Director's Report

Brown County Recycling Education and Social Marketing Proposal - The floor was opened to Jim Resick of Brown County UW-Extension. The Waste Stream Committee would like to see some measurement on recycling and also have some needs for ongoing evaluation to focus on increasing the participation rate and for residents to properly identify and place recyclables in the proper bin. Research suggests outreach programs may increase diversion rates in four ways; informational, attitudinal, beliefs, and behavioral. A proposal would be to break this into a program design, research, a pilot project which would test the results from the research, and issue a final report to the department with results. This proposal would be contingent upon the UW-Extension Educator position being funded in the County budget and by the State. The Committee returned to regular order of business.

The department will hold its annual Customer Appreciation Day September 17th and September 18th.

Household Hazardous Week is coming up October 7th – 12th. There will be media events and awareness kickoffs. This is an annual event.

Thomas J. Cashman, an employee within the department will be retiring in October after 36 years.

11. Such other Matters as Authorized by Law

No other matters.

12. Adjourn

Meeting was recessed at 1:35 pm due to lack of quorum.

John Katers, Chair
Solid Waste Board

Dean Haen, Director
Port & Resource Recovery Department